



Summer Food Service Program



Program Bulletin

Child Nutrition Programs

Finance and Support
Services

P.O. Box 110500
Juneau, Alaska 99811-0500
Phone (907) 465-4788
Fax (907) 465-8910

To: SFSP Sponsors
Program Reviewers

Bulletin: 2022-1

From: Val Cummins
SFSP Program Specialist

Subject: FY2022 SFSP Information

Date: January 31, 2022

USDA Policy Memos, Information, and Guidance:

There are no waivers currently approved for the 2022 SFSP

To view the USDA SFSP policy memos, visit:

DEED [Child Nutrition Programs website](#) or the [USDA Policy Memorandum webpage](#).

Additional Topics:

1. Meet the new SFSP Program Specialist
2. SFSP 2022 Intent to Operate
3. SFSP 2022 Annual State Agency Training and Registration
4. SFSP 2022 Application Deadline
5. SFSP 2022 Renewal Process
6. SFSP 2022 Waivers
7. SFSP Winter Checklist
8. Food Buying Guide Web-Based Tool
9. DUNS/Unique Entity Identifier (UEI) Update

Attachments & Links:

2022 SFSP Intent to Operate (attachment)

2022 SFSP Training Registration Form (attachment)

2022 SFSP Reimbursement Rates (link): [2022 SFSP Reimbursement Rates](#)

Any program changes as a result of USDA Policy Memos are to be implemented immediately. Please file this bulletin for reference, guidance, and compliance with the Summer Food Service Program. Please call the Child Nutrition Programs office if you need additional clarification.

USDA Policy Memos, Information, and Guidance:

No current updates applicable to the SFSP.

Please continue to monitor the CNPweb for any policy memos, additional information, or program guidance at the [Child Nutrition Programs website](#).



Summer Food Service Program



Program Bulletin

Child Nutrition Programs

Finance and Support

Services

P.O. Box 110500

Juneau, Alaska 99811-0500

Phone (907) 465-4788

Fax (907) 465-8910

Additional Topics:

1. New SFSP Program Specialist

Hello! My name is Val Cummins, and I am the new SFSP Program Specialist at the Department of Education and Early Development (DEED) for the Summer Foods Services Program. I was born here in Alaska and have lived and traveled throughout our great state for various agencies, sports and friends and family visits. My previous job was with the Department of Health and Social Services working in Grants and Contracts supporting agencies providing mental health services. I lived in a small community as a child and understand the importance of nutrition, good food (especially fresh food), and supply chain challenges. I am excited to be part of the dynamic Child Nutrition team, and I look forward to working with each of you and the role you play in being everyday heroes!

2. SFSP 2022 Intent to Operate

Enclosed with this program bulletin is the **2022 SFSP Intent to Operate** form. Complete this form for all sites that are returning and indicate any sites that will not be operating during the 2022 summer season. Please return this form as soon as possible to assist DEED/CNP with 2022 SFSP planning.

3. SFSP 2022 Annual State Agency Training and Registration

SFSP annual training is required by federal regulations for all new and returning sponsors of the USDA Summer Food Service Program. The following training dates will be offered at the end of March. Sponsors and SFA's will need to complete the eLearning modules for Administration Basics parts 1 and 2, Operation Basics parts 1 and 2, and Civil Rights training **prior** to the follow up training sessions provided via distance-delivery. The eLearning modules can be found at [DEED eLearning website](#).

March 30, 2022, 1:00 - 3:00: For all new and returning sponsors (non-school districts)

March 31, 2022, 1:00- 3:00: For school districts **only**, new and returning School districts may attend either training but are not required to attend both.

Returning sponsors = SFSP Training for Returning Sponsors

Please Note: To confirm completion of all required SFSP trainings, submit an email certification to jennifer.cherian@alaska.gov with the following statement by March 23, 2022:

"I (Name), Food Program Coordinator for (Sponsor Name), certified I viewed all required SFSP returning sponsor training sessions. I understand that I am responsible for complying with the content of the training."



Summer Food Service Program



Program Bulletin

Child Nutrition Programs

Finance and Support

Services

P.O. Box 110500

Juneau, Alaska 99811-0500

Phone (907) 465-4788

Fax (907) 465-8910

New Sponsors = SFSP Training for New Sponsors

Please Note: To confirm completion of all required SFSP trainings, submit an email certification to jennifer.cherian@alaska.gov with the following statement by March 23, 2022:

"I (Name), Food Program Coordinator for (Sponsor Name), certified I viewed all required SFSP new sponsor training sessions. I understand that I am responsible for complying with the content of the training."

Registration: Please complete and submit the attached training registration form to jennifer.cherian@alaska.gov by March 18th, 2022.

Distance delivery link, login, dial-in information and training materials will be sent via email to all registered participants prior to training dates.

4. SFSP 2022 Application Deadline: April 15, 2022

The CNPweb is not yet available for 2022 SFP applications. Application processing, particularly for sponsors with end of school year/May start dates, DEED/CNP requests that sponsors submit **completed** applications with supporting documentation by April 15, 2022. The CNPweb should be updated by mid to late February. Completed applications will be processed in the order they are received. DEED/CNP has 30 days to process them from the date of receipt. Incomplete applications will cause a delay in the approval of the application. It is important to note that due to federal requirements, DEED/CNP will not accept late renewal applications at the sponsor level. Any meals served prior to approval cannot be claimed for reimbursement.

Applications will be accepted at sponsor and site levels as long as they are completed. Incomplete applications will not be approved. Sites may not begin meal service until their application is approved by DEED/CNP in the CNP Web database.

New (and returning) sites may be added throughout the summer, as long as the sponsor is approved prior to the deadline.

New sponsors will need to contact DEED/CNP for a new sponsor application packet. Sponsor applications will not be accepted after the federally regulated deadline of June 15, 2022.

5. SFSP 2022 Renewal Process

All renewal forms will be posted in the CNP Web under 2022 in the Checklist tab prior to the State agency training dates. It is anticipated that all 2022 CNP Web forms will be available by mid to late February.



Summer Food Service Program



Program Bulletin

Child Nutrition Programs

Finance and Support
Services
P.O. Box 110500
Juneau, Alaska 99811-0500
Phone (907) 465-4788
Fax (907) 465-8910

6. SFSP Waivers

As of the date of this bulletin, it is not yet known if there will be any COVID-19 waivers related to the SFSP in place for the summer of 2022. Sponsors should be prepared to administer a congregate SFSP meal service for FY2022 in the event there is no waiver in place. DEED/CNP will ensure SFSP sponsors are notified in the event any additional waiver information becomes available.

State agency is planning on requesting the following waivers (not yet USDA approved):

1. Offer vs. Serve (OVS)
2. Meal Service Time
3. First Week Site Visit
4. Area Eligibility for Closed Enrolled sites

7. SFSP Winter Checklist

- Sign up for and attend mandatory sponsor training.
- Determine which sites are returning and submit an Intent to Operate form.
- Explore new site options, using the [Summer Meals Toolkit](#) to get more ideas.
- Reevaluate your site staff recruitment strategy or develop an improved process.
- Meet with community partners to develop collaboration efforts regarding the SFSP.
- Plan site staff training, meal production and delivery, and programs and activities.
- Plan cycle menus that meet the SFSP meal pattern requirements.

Helpful links for menus and menu planning resources:

- [My Plate Recipe Resources](#): - Includes food safety, seasonal produce guide and many other tools besides recipes
- [Team Nutrition Recipes](#): - Includes USDA standardized recipes (for multicultural and CACFP as well as others)
- [USDA SFSP Nutrition Guide](#): -An excellent SFSP meal pattern and menu planning resource

8. Food Buying Guide Web-Based Tool

[Food Buying Guide](#): - The Food Buying Guide (FBG) is the essential resource for food yield information for all child nutrition programs (CNP). The FBG assists CNP operators, food manufacturers, and other stakeholders with:

- a. Purchasing the correct amounts of foods for child nutrition meal programs
- b. Determining the contribution that each food makes toward meal pattern requirements

The Food Buying Guide is available as an Interactive Web-based Tool, Mobile App, and downloadable PDF, and remains an essential resource for all SFSP sponsors. Users can compare yield information, create a favorite foods list, and access tools, such as:



Summer Food Service Program



Program Bulletin

Child Nutrition Programs

Finance and Support
Services

P.O. Box 110500
Juneau, Alaska 99811-0500
Phone (907) 465-4788
Fax (907) 465-8910

- a. The FBG Calculator
- b. Mobile App
- c. Downloadable Food Buying Guide in PDF
- d. Recipe Analysis Workbook (RAW)
- e. Product Formulation Statement (PFS) Workbook

A new feature is now available on the Food Buying Guide for Child Nutrition Programs (FBG) Mobile App. Team Nutrition has worked continuously to enhance the user experience. Users can now view the meal pattern requirements per meal component for a selected Program and age/grade group while using the FBG Calculator on both the Web Tool and Mobile App. This feature allows for easy access to helpful meal pattern guidance to assist in creating shopping lists.

Explore the new and updated [Food Buying Guide](#) to assist with menus, ordering and meal patterns!

PLEASE NOTE: A USDA eAuthentication account is needed to access the Food Buying Guide tools. New and existing users who have an USDA eAuthentication account can proceed to the Tool by clicking on the 'Login or Create a Profile' button.

9. DUNS/Unique Entity Identifier (UEI) Update

As of **April of 2022**, the federal government will stop using the DUNS number to uniquely identify entities. At that point, all entities doing business with the federal government will use a Unique Entity Identifier (UEI) created in SAM.gov. This transition will allow the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.

If your entity is registered in SAM.gov today, your Unique Entity ID (UEI-SAM) has already been assigned and is viewable in SAM.gov. This also includes inactive registrations. The Unique Entity ID is currently located below the DUNS Number on your entity registration record. Remember, you must be signed in to your SAM.gov account to view entity records.

Contact Information

Val Cummins,

SFSP Program Specialist

val.cummins@alaska.gov

(907) 465-4788

Jennifer Cherian,

Education Program Assistant

jennifer.cherian@alaska.gov

(907) 465-4969



Summer Food Service Program



Program Bulletin

Child Nutrition Programs

Finance and Support
Services

P.O. Box 110500
Juneau, Alaska 99811-0500
Phone (907) 465-4788
Fax (907) 465-8910

Non-Discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form, \(AD-3027\)](#) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410.

fax: (202) 690-7442; or

email: program.intake@usda.gov.

This institution is an equal opportunity provider.